If your child has an appointment/or will be absent for part day, please complete the online form: Appointment/Part Day Form

For office use only

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Application for Leave of Absence Request for Exceptional Circumstances (emergency leave only)

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 185 days and at home for 180 days.

Please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you would like to request leave during term time for an emergency, please complete and return this form to Mrs Wells who will consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

Unauthorised absence of 5 days or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Please give as much notice as possible. Mrs Wells will consider the reasons for the request carefully and will notify you of the decision by letter. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given. For further information, please refer to our School Attendance Policy. Authorisation cannot be given retrospectively.

Name of child:	**Class:**
I am applying for leave of absence for my child for the following dates: from: To (last day of leave) :	
Total number of school days absent from school:	
The exceptional circumstances for which leave is requested: *Please include any supporting evidence e.g. flight confirmation, date of purchase etc.* *Please include evidence of why this leave of absence cannot be taken at any other time.*	

Has your child/children already had any leave of absence since 01 September 2024 resulting in a penalty notice being issued to you (applicant) or any other parent/carer? YES / NO
If YES, please give dates and details:
Has your child already has leave of absence due to exceptional circumstances in the past 12 months? YES / NO If yes please give dates:
I also have children at (name of child/ren and school(s):
Name of Parent completing the form:
Relationship to child:

Signed: (Parent/Carer)	Date:
Home Address :	

To be completed by the Headteacher/Attendance Officer		
Current attendance for the last 12 months:		
Having considered your request carefully, my decision is that leave of absence is:		
Total Number of days child will be absent from school		
Number of days approved		The absence will be recorded as authorised.
Number of days not approved		The absence will be recorded as unauthorised. Leave for 5 days (or 10 sessions) or more in a rolling 10 week period will result in a penalty notice being requested from Surrey County Council (per parent/carer per child.)
Explanatory notes:		
Number of G / O / U codes in previous rolling 10 weeks:		
PN 1 issued previously? (date)		
PN 2 issued previously? (date)		

Signed: (Headteacher)	Date: